

Timeline for Chair/Council Input for Annual Meeting

Aug 2

Invitation letter/package from Dan goes out (invite letter, agenda, charter, case study guidelines, call for policy topics identified by councils). Sept 6 deadline for council input on agenda, charter and policy topics; work within meetings or outside of meetings utilizing phone calls and email.

Sept 6

Input due on agenda, charter, film/video clips and policy topics identified by councils. For policy topics please include a brief statement on why the council feels it is important for the Council of Chairs to discuss and provide any support documentation you currently have. Depending on the topic the NMSP will endeavor to provide additional information. NMSP determines which topics will be included on agenda based on the following criteria: (1) Urgency of topic; (2) Interest level to the greatest number of sites/councils; and (3) Time constraints in the agenda.

Sept 20

NMSP emails out policy topics (per the above criteria) identified by individual councils, providing support information where needed/possible. Any resolutions, voting or other actions to be proposed/taken by individual chairs/councils during the advice session must be identified to the National Council Coordinator by Nov 8, along with any supporting documentation and/or language.

Nov 22

Any resolutions, voting, or other actions to be proposed/taken by individual chairs/councils during advice session must be identified and to the National Council Coordinator by Nov 8, along with any supporting documentation and/or language.

Nov 24

NMSP emails out all actions to all councils, along with any supporting documentation and/or language.

Nov 24 - Feb 7

Councils discuss, deliberate and prepare their Chair for the advice session.

Jan 14

Case study summaries due. Summaries should be 1-2 pages highlighting: the issue or project faced by the Council during the past year; actions taken by the Council; decisions made or actions taken by the Manager; and lessons learned.